

Conflict of Interest Disclosure System

Individual User Guide

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If you have any questions regarding this tutorial or the disclosure process, please contact:

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Conflict of Interest Disclosure System

Annual Conflict of Interest Notification Schedule and Deadline

- **By November 30**, the Office of the Secretary of the Commonwealth will send out the official memorandum directing agency coordinators to proceed with notifying their employees of their obligation to disclose their financial interests for the current calendar year. On this date, the online Conflict of Interest Disclosure System will be activated.
- The deadline to submit your Statement of Economic Interest form or Financial Disclosure form for the 2013 calendar year is **January 15, 2014**.

Conflict of Interest Disclosure System

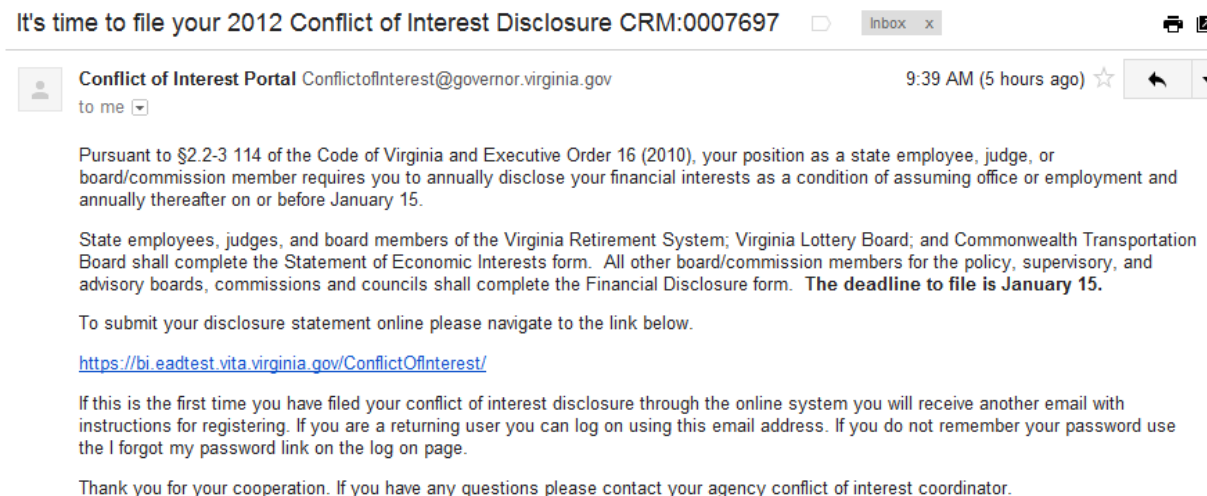
Accessing the Conflict of Interest Disclosure System

- Individual access to the online Conflict of Interest Disclosure System will be granted to users via their agency coordinator.
- Coordinator access to the online Conflict of Interest Disclosure System will be granted via the Conflict of Interest Director.
- For security purposes, access to the system is restricted and is therefore not publicly available via the Secretary of the Commonwealth's website.

Accessing the Conflict of Interest Disclosure System




- Agency coordinators will grant both existing as well as new users access to the online system. Users will receive an email from the Conflict of Interest system with a hyperlink to the Conflict of Interest portal. It may be beneficial to users to save this link in their web browser for easy access to their account throughout the year.
- The hyperlink will allow users to navigate to the account log-in screen or create an account if they are a new user.




Email Notification (users will receive this email once annually from their agency coordinator)



Accessing the Conflict of Interest Disclosure System

Email Notification (new users will receive this email once from their agency coordinator to set up their online account)

Your COV Conflict of Interest Reporting **account**. CRM:0007525  Inbox x  

 **Conflict of Interest Portal** ConflictofInterest@governor.virginia.gov Oct 25 ☆  
to me ▾

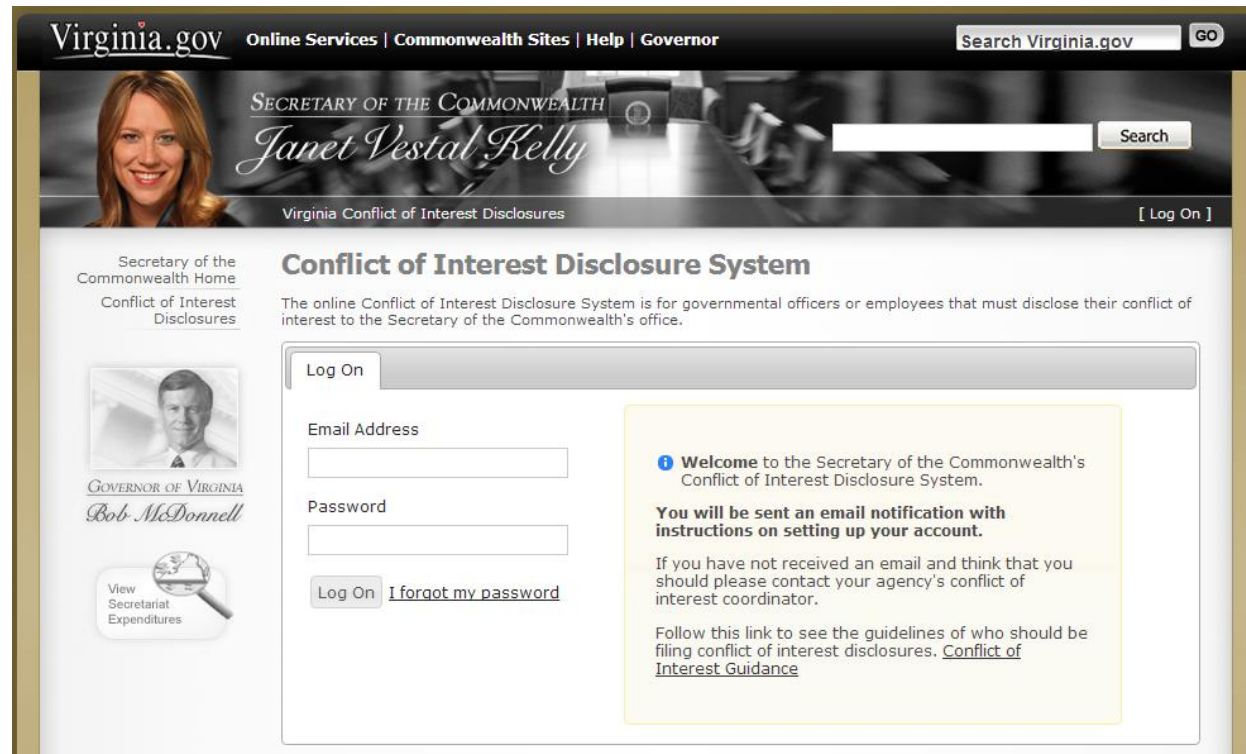
A new **account** has been created for you in the Conflict of Interest Reporting System via the Office of the Secretary of the Commonwealth. To set up your **account**

1. Navigate to the following link:
<https://bi.eadtest.vita.virginia.gov/ConflictOfInterest/Account/NewUser/093558D7A8934EF4830DC4FA5038D9968F>
2. Enter your pin:
339112
3. Follow the instructions to complete the registration process.

Thanks for your service to the Commonwealth. As a reminder, the deadline to file your conflict of interest disclosure is January 15.

Accessing the Conflict of Interest Disclosure System

Log-In Screen



The screenshot shows the Virginia.gov website with the following elements:

- Header:** Virginia.gov | Online Services | Commonwealth Sites | Help | Governor. Search Virginia.gov GO.
- Banner:** SECRETARY OF THE COMMONWEALTH Janet Vestal Kelly. Virginia Conflict of Interest Disclosures [Log On]
- Left Sidebar:**
 - Secretary of the Commonwealth Home
 - Conflict of Interest Disclosures
 - GOVERNOR OF VIRGINIA Bob McDonnell
 - View Secretariat Expenditures
- Main Content:**

Conflict of Interest Disclosure System

The online Conflict of Interest Disclosure System is for governmental officers or employees that must disclose their conflict of interest to the Secretary of the Commonwealth's office.

Log On
Email Address:
Password:
Log On [I forgot my password](#)

Welcome to the Secretary of the Commonwealth's Conflict of Interest Disclosure System.
You will be sent an email notification with instructions on setting up your account.
If you have not received an email and think that you should please contact your agency's conflict of interest coordinator.
Follow this link to see the guidelines of who should be filing conflict of interest disclosures. [Conflict of Interest Guidance](#)

Accessing the Conflict of Interest Disclosure System

Create New Account Screen: Enter Your Pin Number

The screenshot shows the Virginia.gov website with the header navigation bar. The main content area is titled "Conflict of Interest Disclosure System" and "Create a New Account". It prompts the user to "Please enter the pin that was supplied in the email." and features a "Registration Information" tab. A text input field labeled "Pin:" contains the number "339112". Below the field is a "Next" button. A link for existing users is provided at the bottom: "If you already have an account click here to [Log On](#)". The left sidebar includes links to the Secretary of the Commonwealth Home, Conflict of Interest Disclosures, Governor of Virginia Bob McDonnell, and View Secretariat Expenditures.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Virginia Conflict of Interest Disclosures [Log On]

Secretary of the Commonwealth Home
Conflict of Interest Disclosures

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Conflict of Interest Disclosure System

Create a New Account

Please enter the pin that was supplied in the email.

Registration Information

Pin:

Next

If you already have an account click here to [Log On](#)

Accessing the Conflict of Interest Disclosure System

Create New Account Screen: Set up Account

Conflict of Interest Disclosure System

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Passwords must contain 3 of the 4 attributes:

- a) Special characters,
- b) Alphabetical characters,
- c) Numerical characters
- d) Combination of upper and lower case characters

Account Information

Email address

vagov2011+mrc64@gmail.com

Password

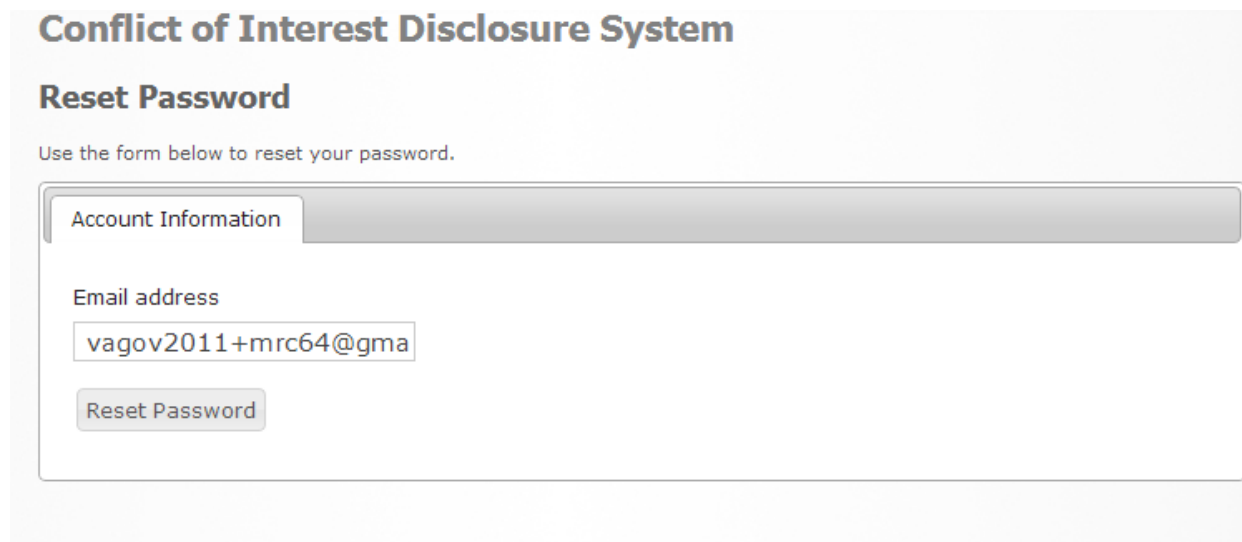
Confirm password

Register

Accessing the Conflict of Interest Disclosure System

- If you are a returning user, but do not remember your password, click on the “I forgot my password” option from the log-in screen. An email will be sent to your inbox that will allow you to access your account and reset your password.

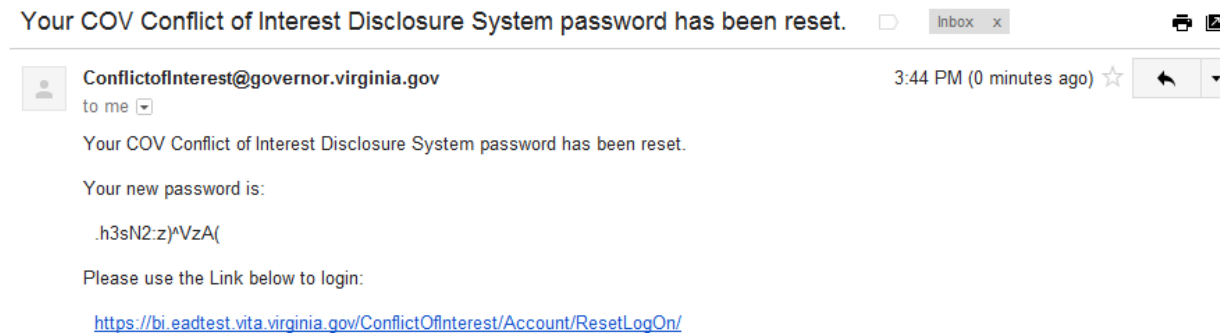
Password Reset Screen 1



The screenshot shows a web interface for the "Conflict of Interest Disclosure System". The main heading is "Reset Password". Below this, a instruction reads: "Use the form below to reset your password." The form is titled "Account Information" and contains a label "Email address" followed by a text input field containing the email "vagov2011+mrc64@gma". Below the input field is a button labeled "Reset Password".

Accessing the Conflict of Interest Disclosure System

Email Notification (existing users who have forgotten their account password will receive this e-mail to allow them to reset a new password)



Accessing the Conflict of Interest Disclosure System

Password Reset Screen 2

Conflict of Interest Disclosure System

The online Conflict of Interest Disclosure System is for governmental officers or employees that must disclose their conflict of interest to the Secretary of the Commonwealth's office.

Log On

Email Address

Current password

New password

Confirm new password

Change Password

Welcome to the Secretary of the Commonwealth's Conflict of Interest Disclosure System.

Use the temporary password that was emailed to you and choose a new password that meets the following criteria:

Passwords are required to be a minimum of 8 characters in length. Passwords must contain 3 of the 4 attributes:

1. Special characters,
2. Alphabetical characters,
3. Numerical characters,
4. Combination of upper and lower case characters

If you think you have reached this page in error, then please contact your agency's conflict of interest coordinator.

Individual Access

- After logging-in to the system, users will be able to view under “My Disclosures” which form you are required to file, as designated by your agency coordinator. By clicking on the link, users will then navigate to the form wizard which will walk you through your form page by page.
- **It is the responsibility of the filer to ensure that the disclosure filing is accurate and complete to the best of your knowledge.**

My Disclosures Screen

My Disclosures

Margaret D Sacks

Year	Agency	Forms Required
2013	Office of the Governor	<ul style="list-style-type: none">Statement of Economic Interests (Not Submitted)
2012	Office of the Governor	<ul style="list-style-type: none">Submitted Statement of Economic Interests (Complete)

** If this list shows more than one disclosure for a single year, you are only required to file one. If this list shows a Financial Disclosure and a Statement of Economic Interest for a single year, file only the Statement of Economic Interest.

Individual Access

Wizard: Follow on screen instructions to advance through each page.

The screenshot shows the 'Instructions' page of the 'Statement of Economic Interests' wizard. On the left is a sidebar with a list of steps: Instructions, Statement of Economic Interests, Select Schedules, Salary, Select Additional Schedules, Finalize Schedules, Schedule A - Offices and Directorships, Schedule B - Personal Liabilities, Schedule C - Securities, Schedule D - Payment for Talks, Meetings, and Publications, Schedule E - Gifts, Schedule F - Business Interests, Schedule G-1 - Payments for Representation by You, Schedule G-2 - Payments for Representation by Associates, Schedule G-3 - Payments for Representation Generally, and Schedule H-1 - Real Estate - State Officers and Employees. The 'Instructions' step is highlighted. The main content area is titled 'Statement of Economic Interests' and contains the following text: 'This wizard will guide you through completing your Statement of Economic Interests. You can press the next button to advance through the wizard, which will also save your work throughout the process. To return to an earlier step in the process, click the previous button. Do NOT press the back button in your browser as that will result in the loss of any unsaved data. Your session will timeout after 30 minutes of inactivity, which will also result the loss of any unsaved data. For reference, definitions of the terms used in the form can be found by clicking on the Definitions link in the corner on the upper right.' It then states: 'You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After previewing your form, you must complete the process by electronically signing the form by typing your name as it appears in the form. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.' Further text explains that pursuant to Sections 2.23114 and 2.23115 of the Code of Virginia, employees of state agencies designated by the Governor or the General Assembly, and employees of local governments designated to file by the Code of Virginia or by their governing ordinance, are required to file this form. It also mentions that members of certain boards of state and local government are also required to file this form. A note states: 'In addition, candidates for state and local offices are required to file this form pursuant to Section 24.2502 of the Code of Virginia.' It concludes with: 'This filing is a condition of assuming office or employment and thereafter on or before January 15th of each year.' and 'Schedules A through I are to be completed ONLY if you answer "Yes" to any of items 1 through 10 on the Statement of Economic Interests. REMEMBER: The ANNUAL filing deadline is January 15th of each year.' At the bottom right are 'Previous' and 'Next' buttons.

The screenshot shows the 'Finalize' page of the 'Statement of Economic Interests' wizard. The sidebar on the left is the same as in the previous screenshot, but 'Finalize Schedules' is now highlighted. The main content area is titled 'Finalize' and contains the following text: 'Your Statement of Economic Interests is ready for submission. Please carefully review all the information on your Statement of Economic Interests and verify that it is accurate. To review your form, press the preview form button below. You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After submission, you will no longer have the ability to modify this form. When you are ready to submit, please electronically sign the form by typing your name as it appears in the form. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed. After you submit your Statement of Economic Interests, you will receive an automatically-generated confirmation email at the email address you used to login. That confirmation email will contain a link to the Conflict of Interest website, where you will be able to view the official version of your submitted Statement of Economic Interests. IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE. If the form is inaccurate or unavailable, contact the Conflict Of Interest Director at ConflictOfInterest@governor.virginia.gov. You may be directed to complete an amendment, which will be filed with your original submission on the Commonwealth's servers. I, the undersigned, do state that the information furnished on this disclosure and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.' Below this text is a 'Verify Name' label and a text input field containing 'Michael Perzanowski'. Underneath the input field is the text: 'Michael Perzanowski YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR CONFLICT OF INTEREST DISCLOSURE SHALL BE ELECTRONIC.' At the bottom are 'Preview Form', 'Previous', and 'Submit' buttons.

Individual Access

Filers who submitted an electronic filing the previous year will have the ability to copy data from the previous year's filing. The "Copy From Last Year" button will append last year's data to your current filing in the relevant schedules or disclosure sections. This feature is available for every disclosure page except for the Business Service Category in the Financial Disclosure Statement.

After the "Copy From Last Year" feature adds the information into the form, you can delete a row of information that is no longer relevant and add rows to enter new disclosure information.

Statement of Economic Interests

Salary 3 of 20 Complete [Definitions](#)

Instructions

6. Salary and Wages.
List each employer that pays you or a member of your immediate family salary or wages in excess of \$10,000 annually. (Exclude state or local government or advisory agencies.)

If no reportable salary or wages, check here: ☐ **Copy From Last Year**

Name of Employer	Salary

Add Row **Delete Row**

Previous **Next**

Individual Access

- **At the end of the form you will be instructed to type your name twice, which constitutes a valid electronic signature.**
- Users will have an opportunity to save their work and download/print a draft of their form to review before officially submitting the form online.
- The Statement of Economic Interest form is no longer required to be notarized.
- **Once a user's disclosure form is submitted, it cannot be edited or resubmitted**, though it will be available for a user to view/print at any time throughout the year through their online account. If a user needs to amend a submitted form, please contact your agency coordinator to request that the record be unlocked.
- Any questions regarding how to fill out either the Statement of Economic Interests or Financial Disclosure form should be directed to the Office of the Secretary of the Commonwealth, Conflict of Interest Division.
- Upon successful submission of your disclosure filing, you will receive the following email confirmation.

Confirmation Email Notification

